This guidance is to help school leaders evaluate the support they are providing students in their transition to the next phase of their education ie. into reception, from infant school, or primary to secondary, here are some key questions for you to consider:

**Children transitioning from schools**

**A**: **What proportion of your current year 2 (for infant schools) and year 6 (for junior and Primary Schools) have a known destination?**

* How is the school keeping in touch with these students to ensure they are prepared for this transition?
* What is the nature of the contact you have? What does it involve?
* Are you communicating with parents about this transition?
* Is your support for those with SEND, EHCPs or who are otherwise vulnerable, different, and if so, in what way?

**B**: **Students that have confirmed their destination - does this match the data from** **Synergy web/SAMS?**

If the destination does not match Synergy web/SAMS please email [pupiltracking@warwickshire.gov.uk](mailto:pupiltracking@warwickshire.gov.uk) advising which school the students will be attending, please include information on child’s UPN, name (in full), DOB and address in order for us to track and update our records. Please include details of who has advised of this change, ie parent/carer and their name.

**C**: **For those students who have not accepted their transition destination:**

* Please contact parents to establish what arrangements they have in place for children transitioning, ie are they EHE, moving out of the county, private education?
* Once the destination is known, please email [pupiltracking@warwickshire.gov.uk](mailto:pupiltracking@warwickshire.gov.uk) advising which school the student will be attending. Please include information on child’s UPN, name (in full), DOB and address in order for us to track and update our records. Please include details of who has advised of this change, ie parent/carer and their name.

**D**: **For those students who do not appear on your Synergy web/SAMS list:**

* Please contact parents to establish what arrangements they have in place for children transitioning, ie are they EHE, moving out of the county, private education?
* Please email [pupiltracking@warwickshire.gov.uk](mailto:pupiltracking@warwickshire.gov.uk) advising you have a student on roll but not showing on your Synergy web/SAMS list. Include details of which school the student will be attending in Sept 2020. Please include information on child’s UPN, name (in full), DOB and address in order for us to track and update our records. Please include details of who has advised of this change, ie parent/carer and their name.

**Children transitioning into school**

**A**: **What proportion of your reception, year 3 (for junior schools/primary schools accepting infant children) and year 7’s have confirmed they will be starting at your school?**

* How is the school keeping in touch with these students to ensure they are prepared for this transition?
* What is the nature of the contact you have? What does it involve?
* Are you communicating with parents about this transition?
* Is your support for those with SEND, EHCPs or who are otherwise vulnerable, different, and if so, in what way?

**B**: **Students that have confirmed their destination on Synergy web/SAMS but have not responded to your communications regarding transition:**

* Contact the provision they are to transition from to establish what contact they have had with the family, to establish if their plans have now changed or if they have moved address etc.
* If the destination no longer matches Synergy web/SAMS please email [pupiltracking@warwickshire.gov.uk](mailto:pupiltracking@warwickshire.gov.uk) advising which school the student will be attending. Please include information on child’s UPN, name (in full), DOB and address in order for us to track and update our records. Please include details of who has advised of this change, ie parent/carer and their name.
* Ensure all avenues of contact have been exhausted by your school and if the child does not start in September then repeat before referring to CME.

**C**: **For those students who have been offered but not accepted transition destination on Synergy web/SAMS but have confirmed they will be starting at your school:**

* Please email [pupiltracking@warwickshire.gov.uk](mailto:pupiltracking@warwickshire.gov.uk) advising contact has been made with the family and that the student will be attending your school in September 2020. Please include information on child’s UPN, name (in full), DOB and address in order for us to track and update our records. Please include details of who has confirmed the place has been accepted, ie parent/carer and their name.

**D**: **For those students who have been offered but not accepted transition destination on Synergy web/SAMS and have not responded to your communications:**

* Contact the provision they are to transition from to establish what contact they have had with the family, to establish if their plans have now changed or moved address etc.
* Once the destination is known please email [pupiltracking@warwickshire.gov.uk](mailto:pupiltracking@warwickshire.gov.uk) advising which school the student will be attending. Please include information on child’s UPN, name (in full), DOB and address in order for us to track and update our records. Please include details of who has advised of this change, ie parent/carer and their name.

**E**: **For those students you are aware of starting in September 2020 but do not show on your Synergy web/SAMS list (this should only apply to schools who have their own admissions policy):**

* Please email [pupiltracking@warwickshire.gov.uk](mailto:pupiltracking@warwickshire.gov.uk) advising that a student not on your Synergy web/SAMS list will be starting at the school. Please include information on child’s UPN, name (in full), DOB, address, school transitioning from and parents/carers details in order for us to track and update our records.